

Government of Himachal Pradesh
Information and Public Relations Department

No. Pub-F(10)-7/2019

Dated Shimla-171002 the

22nd June, 2020

NOTIFICATION

The Governor, Himachal Pradesh, in order to promote shooting of films in the State during Corona pandemic, is pleased to notify "The Standard Operating Procedure (SOP) for Film Shooting in Himachal Pradesh during COVID-19 Pandemic" as per Annexure appended to this Notification for information of all concerned.

This Standard Operating Procedure shall come into force with immediate effect.

By Order

Jagdish Chander Sharma
Principal Secretary (IPR) to the
Government of Himachal Pradesh

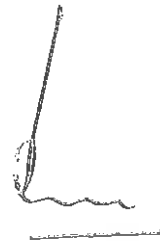
Endst. No. Pub-F (10)-7/2019

Dated: Shimla-2

22nd June, 2020

Copy for information and necessary action to:-

1. The Secretary to Governor, H.P., Shimla-171002.
2. The Pr. Pvt. Secretary to the Chief Minister, H.P., Shimla-171002.
3. The Pvt. Secretary to the Chief Secretary to the Govt. of H.P., Shimla-171002.
4. All Administrative Secretaries to the Govt. of H.P.
5. All Heads of Department in H.P.
6. All the Deputy Commissioners in H.P.
7. Director, Information & Public Relations, H.P., Shimla-2
8. All the District Public Relations Officers in H.P.



(Vinay Singh)
Special Secretary (IPR) to the
Government of Himachal Pradesh

Department of Information and Public Relations
Government of Himachal Pradesh

Standard operating Procedure (SOP) for Film Shooting in Himachal Pradesh
during COVID-19 Pandemic

Himachal Pradesh is known for its splendour and scenic beauty and is an important destination for film makers. The Government of Himachal Pradesh in order to promote shooting of films in the State during Corona pandemic has formulated Standard Operating Procedure for shooting in HP as under.

1. APPLICATION FOR SHOOTING IN HIMACHAL PRADESH

The applicant seeking permission may apply to the Director, Information and Public Relations Department, Himachal Pradesh through e-mail himachaldpr1@gmail.com along-with following details and documents:

- a. Name of Film Production House:
- b. Name and Mobile Number of the Team Leader visiting the State:
- c. Name and Mobile Number of Compliance Officer:
- d. Names of the Cast/crew members, containing name and other details including Mobile number of Crew Members:
- e. No. of days and dates of shooting in the State:
- f. Name of the Hotel/accommodation where Cast will stay during Shooting:
- g. Name of the Hotel/accommodation where crew members will stay during shooting:
- h. Names of shooting locations:
- i. Mode of travel (by Air/Train/car/bus):
1. Health fitness certificates of all the crew/cast members indicating then COVID-19 free States.

The cast/Crew coming from out of the State will be quarantined for 5 to 7 days in the identified Hotels and the COVID test will be conducted free of cost by the State Govt. only if they are found negative, they will be allowed to proceed further for shooting.

The Director Information & Public Relations will grant permission for shooting in consultation with district authorities.


(2) Transportation:

- a. The Cast and the Crew members will have to follow the guidelines issued by the department of Transport, Government of Himachal Pradesh for movement from the Airport/ Railway station/interstate barriers to their destination and shooting sites and back to the hotel and finally leaving the state after shoot is over. For this purpose they may visit the HP Govt. website www.himachal.nic.in and follow sub-link Transport Department and then click Sr. No 2 of the notifications.
- b. All the vehicles used for movement will follow the above mentioned guidelines of the Department of Transport.
- c. The cast/crew will not use public transport during their stay in the State.

(3) Stay during shooting in the State:

The cast and the crew staying at hotels in Himachal Pradesh will have to adhere to the **COVID-19 safety and hygiene guidelines for tourism sector** issued by the Department of Tourism and Civil Aviation Government of Himachal Pradesh available at www.himachaltourism.gov.in

(4) Catering Services while outdoor shooting:

- a. All catering and craft personnel to wear appropriate PPE at all times when preparing or handling food.
 - b. Make sure that food can be distributed in a take-away fashion.
 - c. The loading / unloading of eatables / beverages should be done using moving trolleys to avoid hand contacts of multiple loading staff.
 - d. Use of disposable items - plates, cutlery, food boxes etc. to serve meals is recommended.
 - e. Ensure that there is enough space for the entire crew while eating.
 - f. Food must be served in small batches i.e meal times should be staggered such that social distancing norms are followed strictly and crowding in eating areas be avoided.
 - g. All food waste to be disposed off at designated disposal places at the Hotel where they are staying.
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(5) Shooting Protocol:

- a. Shooting will be allowed at the pre-declared sites.
- b. No shooting will be allowed in containment zones and other places prohibited by the Government of Himachal Pradesh.
- c. Shooting will be permissible during curfew relaxation hours as specified by the concerned District Magistrate.
- d. Proper security arrangement should be ensured during the shooting.
- e. A Compliance/Liaison officer to be designated who will ensure compliance with all COVID-19 Safety regulations.

(6) On-Site Organization:

- a. All non-acting crew members including the supporting staff shall maintain social distance of two yards between each person and avoid overcrowding.
- b. Adequate hand sanitizer dispensers to be kept at all entry & exit points as well as other strategic locations e.g. along with the cafeteria, vanity vans etc. so as to be used throughout the shoot by all crew members.
- c. Portable washbasins must be strategically placed at various points to ensure easy and quick access to soap and water.
- d. Keep the restrooms clean and sanitized at all times. Make sure there are enough sanitizers and hand wash at all times.
- e. Work areas to be sanitized daily.
- f. The filming crew will avoid mixing with the general public or audience.

(7) Protocol for technical crew:

- a. PA system (mike and speaker) to be covered and sanitized appropriately before use.
- b. Walkie-talkies will be duly identified and protected with plastic covers, including the earpieces which should also have protection.
- c. Before and after each day, walkies-talkies must be disinfected.
- d. The walkie-talkie communication protocol should be optimized in order to minimize the interaction of people's hands and mouths with the equipment. They should be non-transferable and non-exchangeable during the shoot.
- e. It is recommended to use mobile technologies via bluetooth, wi-fi or intercom for any internal crew communications on the set. Each individual must use their own personal earpiece.

- f. During filming, all tools and equipment must be disinfected as often as possible.
- g. It is important to respect the general safety guidelines when going to the shops and rental outlets.

(8) General Practices:

The following norms and practices would be observed by all the members of the Cast and Crew from the time of entry in to the State and the exit from the State:-

- a. Daily morning briefing session shall be done on site by the Compliance officer to ensure adherence to COVID protection protocol and social distancing norms etc. He will inform everyone including the supporting staff about the safety guidelines.
- b. All waste/disposable items will be carried by the Crew to the Hotel for disposal at identified disposal places.
- c. In addition to this, the cast and the crew will adhere to the instructions issued by local authorities.
- d. The producer and his compliance officer will be liable for penal action/cancellation of the permission for shooting for any violation of the guidelines/instructions issued by the Government.

